

## **SCOPE OF WORK**

### **FOR PREVENTATIVE MAINTENANCE & REMEDIAL MAINTENANCE OF PHOTOCOPIERS**

#### **1. REGULAR MONTHLY PREVENTIVE MAINTENANCE**

##### **❖ Requirement for Preventive Maintenance;**

The contractor is expected to perform regular monthly preventive maintenance to USAID Photocopiers. The regular preventive maintenance should include:

- Cleaning the machine
- Replacement of faulty parts(s)
- Inspection of the various machine parts
- Lubrication of the necessary parts
- Checklist for the different parts of the machine inspected / cleaned
- Additional remarks, comments & recommendations regarding the operational status of the machine.

##### **❖ Reporting for preventive maintenance;**

- The contractor has to provide a detailed report of the repairs performed and spare parts replaced and the operational status of the machines (counter number, number of papers used,...etc.)

#### **2. REPAIR SERVICES**

##### **❖ Requirement for Repair Services;**

- Nominate a highly skilled technician for USAID Khartoum machines maintenance. The nominated technician should not be replaced with another one without prior consultation with USAID Procurement.
- Provide immediate response to any emergency call or e-mail request for remedial maintenance.
- Provide necessary spare parts for the required maintenance.
- Provide a full list of all spare parts required by the different types of machines.
  - The price list of spare parts to be updated by the contractor regularly.
  - USAID to review the list periodically every three month for competitive market prices.
- Provide monthly and quarterly reports to the USAID Procurement for the services carried out and the spare parts provided (if any).

**3. Fill below price schedule**

<b>Model</b>	<b>Serial #</b>	<b>PI</b>	<b>Installation date</b>	<b>Annual fees</b>
MP 4001	V7913200708	5753	OCT.13 , 2011	
MP 4001	V7913200709	5751	OCT.12, 2011	
MP 4001	V7913200712	5749	OCT.12 , 2011	
MPC3001	V9314501328	5754	OCT.13 , 2011	
MPC3001	V9314501330	5750	OCT.12 , 2011	
<b>Total in SDG</b>				